25X1A DRAFT 11 July 1975

MEMORANDUM FOR: All ML Careerists

SUBJECT

Logistics Career Service Board, Career Service Panels,

and Awards and Training Panels

REFERENCE

: LI 20-18 dtd 20 Sep 74

1. In accordance with DD/A directives, the Office of Logistics will hereafter be ranking all employees GS-06 and above as well as all GP, WG, WL, and WS personnel in the equivalent pay scales.

- 2. Also, in order to ensure that each Supply panel employee receives as much consideration as possible, we have determined to split the S Panel into the S-1 and S-2 Panels. The S-1 Panel will consider Supply personnel in grades GS-10 through GS-13 (or equivalent) and the S-2 Panel will hereafter consider that GS-06 through GS-09 (or equivalent).
- 3. Further, because almost all Logistics Services Division (LSD) personnel in the grades GS-06 and above fall under the jurisdiction of either the Supply panels or the Real Estate and Construction Division R Panel, we have abolished the L Panel. We believe this will give LSD personnel more latitude and permit more opportunity for crossover between divisions and, therefore, enhance their opportunities for better and more broadening assignments.

Approved For Release 2001/11/0/hen GIA-RDP 8-05054A000100100058-4 COMPETITIVE EVALUATION CRITERIA MO. DATE PREPARED 29 5 **PERFORMANCE** 1. QUALITY OF WORK 2. QUANTITY OF WORK 3. ABILITY TO MEET DEADLINES 4. ABILITY TO WORK WELL UNDER PRESSURE TECHNICAL OR PROFESSIONAL KNOWLEDGE 6. ABILITY TO IMPLEMENT INSTRUCTIONS 7. CLARITY OF WRITTEN EXPRESSION 8. CLARITY OF ORAL EXPRESSION WT TOT TOTAL PERFORMANCE MANAGERIAL CAPABILITY 1. PLANNING ABILITY 2. EFFECTIVENESS IN ORGANIZING 3. SUPERVISORY ABILITY 4. USE OF SOUND JUDGEMENT 5. EFFECTIVENESS IN INFLUENCING OTHERS TOT TOTAL MANAGERIAL CAPABILITY POTENTIAL 1. WILLINGNESS TO ACCEPT RESPONSIBILITIES 2. ROTATABILITY 3. ADAPTABILITY TO CHANGES 4. EVIDENCE OF SELF-IMPROVEMENT TOT TOTAL POTENTIAL OTHER FACTORS 1. DIVERSITY OF ASSIGNMENTS 2. DEGREE OF RESPONSIBILITY IN ASSIGNMENTS 3. NUMBER AND CHARACTER OF ASSIGNMENTS TO HARDSHIP POSTS TOT TOTAL OTHER FACTORS TOTAL ALL CATEGORIES TIME IN GRADE - While time in grade is a factor to be considered in competitive evaluation, it is neither the only nor necessarily the most significant factor in determining competitive rankings for promotion or other opportunities for advancement. Rather, it is one which, in the final analysis, is more properly weighed by Panel and Board members when the Careerists being evaluated are otherwise relatively equal in qualifications, experience, performance, and potential. NAME OF INDIVIDUAL BEING RATED GRADE DATE OF GRADE Approved For Release 2001/11/01 : CIA-RDP78-05054A000100100058-4

FORM 3540

Approved For Release 2001/11/01 : CIA-RDP78-05054A0001001

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D R A F T : fw 9 July 1975

MEMORANDUM FOR: All ML Careerists

SUBJECT

Logistics Career Service Board, Career Service Panels,

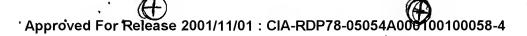
and Awards and Training Panels

REFERENCE : LI 20/18 dtd 20 Sep 74

1. Because of changes concerning employee competitive evaluation mandated in the DDA Personnel Management Handbook, the Office of Logistics will now rank competitively all employees GS-06 and above. In addition, I have determined, in order to provide more effective management and better career opportunities for employees in these categories, that all GP, WG, WL, and WS personnel in the equivalent pay grades of GS-06 and above (currently WG-06, WL-04, WP-07, and above and all GP and WS) will be 6 ranked.

2. Since the largest percentage of such employees fall under the jurisdiction of the "S" Panel, it is necessary to establish the "S" Subpanel whose responsibility has involved ranking employees in the GS-07 through GS-09 category, as a separate panel to be eatled the "S-2" Panel. Its responsibilities will-include all employees falling under the jurisdiction of the "S" Panel in grades GS-06 through GS-09, including all WB employees in equivalent pay grades. The "S-1" Panel will retain career cognizance for Supply personnel in grades GS-10 through GS-13.

3. In order to better manage the careers of our employees currently assigned to the "L" Panel, to permit more crossover between the Logistics Services and Supply Divisions, and especially to give these employees greater opportunity than we believe exists under the current panel structure, effective



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currently under the "L" Panel will convert to the "S-1" or "S-2" Panel, the exception being those whose career direction is in the Real Estate and Construction area; they will transfer to the "R" Panel.

- 4. Logistics Officer Trainees and all those being developed as Logistics generalists will now come under the jurisdiction of the "S-2" Panel (or "S-1" Panel if GS-10 and above) rather than the Logistics Career Service Board as had previously been the case.
- 5. The "A" Panel includes all positions with the title Stenographer, Secretary-Stenographer, Typist, Clerk-Typist, File Clerk, Supply Clerk-Typist, or general clerical. An individual in this panel is one who is a clerical specialist, usually qualified in typing and/or shorthand and who can rotate into other clerical positions within Logistics or the Agency.
- 6. Each employee whose panel cognizance is being changed will receive written notification to that effect. Such decision will have been made on an individual basis with the intention of assigning the employee to that panel which, it is mutually agreed, will offer the greatest opportunity for career development. All ML careerists are encouraged to contact any member of their panel, or Personnel and Training Staff, to discuss their panel assignment or any aspect of their career planning.
 - 7. The following is a list of panel memberships, effective 1715.



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Plo return to Ox/Roca